

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

July 6, 2001

SUBJECT: AUDIT DIVISION - ESTABLISHED

PURPOSE: The United States Department of Justice and the City of Los Angeles have entered into a legally binding agreement known as the Consent Decree. Among other things, the Department is required to establish an enduring system of checks and balances to be achieved through ongoing inspections and assessments. To that end, this Order establishes Audit Division (AD), which will be responsible for either conducting or monitoring all Consent Decree-required audits.

PROCEDURE:

- I. AUDIT DIVISION - ESTABLISHED.** Audit Division is activated under Administrative Group (AG), Office of the Chief of Police.
- II. AUDIT DIVISION - COMMANDING OFFICER.** The Commanding Officer, AD, under the direction of the Commanding Officer, AG, has line command over the operations of AD.
- III. AUDIT DIVISION - ORGANIZATION.** Audit Division is composed of:
 - * Office of the Commanding Officer;
 - * Audit Special Unit;
 - * Consent Decree Section; and,
 - * Quality Assurance Section.
- IV. AUDIT DIVISION - FUNCTION.** Audit Division is responsible for:
 - * Developing the Department's Annual Audit Plan;
 - * Coordinating and scheduling audits directed by the Chief of Police, as well as those audits specified in the Department's Annual Audit Plan;
 - * Serving as a resource to other Department entities on audit-related issues, and periodically assessing the quality of audits performed by other Department entities;
 - * Providing audit training to Department personnel;
 - * Reviewing and approving the methods used to conduct all Consent Decree related audits; and,
 - * Monitoring the destruction of narcotics by Property Division.

V. AUDIT DIVISION - SPECIAL DUTIES. Audit Division is responsible for the following special duties:

- * Conducting audits as directed by the Chief of Police;
- * Developing and preparing the Department's Annual Audit Plan prior to the beginning of each fiscal year. The Annual Audit Plan shall list all significant audits to be conducted in the upcoming fiscal year, other than sting audits;
- * Coordinating, scheduling and ensuring timely completion of audits specified in the Department's Annual Audit Plan;
- * Approving audit methodologies for all Consent Decree related audits;
- * Serving as a centralized repository for all audits completed pursuant to the Department's Annual Audit Plan;
- * Preparing a Quarterly Audit Report detailing the status of audits contained in the Annual Audit Plan, including any significant findings;
- * Amending the Annual Audit Plan as needed via the Quarterly Audit Report;
- * Providing Department personnel with training on audits;
- * Preparing and maintaining the Department's Audit Guide; and,
- * Acting as a liaison to the Office of the Controller to facilitate their audit responsibilities.

VI. AUDIT DIVISION - UNIT DESIGNATION. The radio unit designation for the Commanding Officer, AD, shall be identified by the word "Commander" followed by "19I." All other AD personnel shall be identified by "19I" followed by the numerical designation assigned by the Commanding Officer, AD.

VII. AUDIT DIVISION - CORRESPONDENCE REFERENCE NUMBER. Audit Division is assigned Correspondence Reference Number 3.3.3. Official correspondence addressed to, or initiated by AD, shall bear the assigned reference number.

AMENDMENTS: This Order amends Sections 2/215.04, 2/215.05, 2/215.10, 2/215.12, 4/110.20 and 5/080.96, and adds Sections 2/215.11, 2/215.13, 2/215.14 and 2/215.15 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, AG, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "D"